

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2011-006	Date: April 24, 2012	Ref:
Subject:	POST SECURITY OFFICER/INFORMATION MANAGEMENT ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates
POSITION: FSN-9, Post Security Officer/Information Management Assistant
OPENING DATE: April 24, 2012
CLOSING DATE: Open Until Filled
WORK HOURS: Full-time; 40 hours/week
SALARY: 18,722,138 XAF
In addition to the basic salary, all allowances will be paid in accordance with the Mission Local Compensation Plan.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **POST SECURITY OFFICER/INFORMATION MANAGEMENT ASSISTANT**. This position is subject to funds availability.

BASIC FUNCTION OF POSITION

The incumbent is the Post Security Officer (PSO). Tasks assigned to PSOs are similar to those assigned to Regional Security Officers (RSO), but are limited in scope. S/he supervises a Local Staff investigator (FSNI) and the Local Staff Supervisor of the Local Guard Force. Incumbent coordinates with the RSO in Libreville and with the Deputy Chief of Mission (DCM) regarding all PSO activities. Incumbent also serves as the Information Management Assistant, serving as back-up for the Local Staff Information Systems Assistant and the Computer Management Assistant and assists the Management Officer in their supervision. Incumbent serves as post's Information Systems Security Officer (ISSO).

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** High school diploma or equivalent is required.
2. **Experience:** Thorough familiarity with typical access control policies of a U.S. Embassy. Prior experiencing overseeing or escorting personnel working in sensitive but unclassified spaces. At least two years performing progressively more responsible functions where emphasis is placed on analytical abilities focusing on Local Area Networking, computer operations and/or management.
3. **Language:** Level 4/4 in English is required.

4. **Job knowledge:** Thorough familiarity with standards for controlling access to classified and sensitive but unclassified spaces in an Embassy. Familiarity with the operation of radio equipment. In support of Information Management (IM) customers, a good knowledge of computer, telephone, and postal facility support operations.
5. **Skills and Abilities:** This is a customer service oriented position so tact and diplomacy skills are important to good user community relations.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of "Needs Improvement" or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit their applications according to the instructions below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**), available at the Embassy Gate and Internet Web site. This form must be completed in English;
 2. Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications for the position as listed.
 3. Indicate the position title and the vacancy announcement number on the top right corner of the envelope or application form.
 4. If applying by email, indicate the position title and vacancy announcement number on the subject line and send the application to the following address: malaboapplicant@state.gov
- Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso),
Malabo - Equatorial Guinea

or malaboapplicant@state.gov

POINT OF CONTACT:

Tel: (+240) 333098 895, HR Section

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen Eligible Family Members (EFM) and EFMs of Foreign Service, Civil Service and uniformed service members who are eligible for employment under a US government pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - Have US citizenship;
 - Be at least age 18;
 - Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Be resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

THIS POSITION WILL CLOSE ONCE FILLED

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.